

This Job Aid is setup to print on 11x17

In this job aid, you will learn how to set up your organizational hierarchy. Specifically, you will learn how to:

- Step 1. Add a lower level OTC Endpoint to highest level organization
- Step 2. Add additional OTC Endpoints
- Step 3. Add accounting codes

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- Step 4. Map Accounting Codes
- Step 5. Set Deposit Processing Options

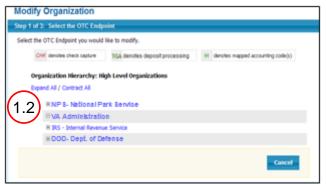
Add Lower Level OTC Endpoint to Highest Level Organization

To <u>add a lower level **OTC Endpoint** to the **Highest Level Organization**, complete the following steps:</u>

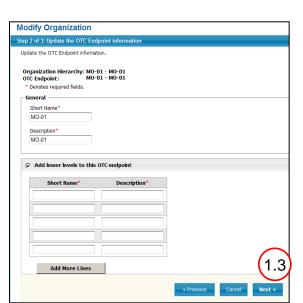
1.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**.



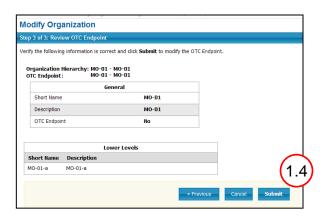
1.2 The Step 1 of 3: Select an OTC Endpoint page appears. Select your organization's **OTC Endpoint** that appears in the list.



1.3 The Step 2 of 3: Update OTC Endpoint Information page appears. Check the Add lower levels to this OTC Endpoint, to add lower level to the highest level organization (you can also add to lower level OTC Endpoints). Enter the lower level OTC Endpoints' Short Name and Description, then click Next.



1.4 The *Step 3 of 3: Review OTC Endpoint* page appears. Review and verify the OTC Endpoint details and click **Submit**.



2

Add Additional OTC Endpoints

To add additional **OTC Endpoints** to an existing **OTC Endpoint**, complete the following steps (refer to graphics from Step 1):

- 2.1 Click the Administration tab. From the Manage Organizations menu, select Organization Hierarchy and click Modify (see 1.1 above).
- 2.2 The Step 1 of 3: Select an OTC Endpoint page appears. Select your **OTC Endpoint** that appears in the list (see 1.2 above).
- 2.3 The Step 2 of 3: Update OTC Endpoint Information page appears. Check the Add lower levels to this OTC Endpoint, to add lower level to the existing endpoint. Short Name and Description text boxes appear. When you have finished, click Next (see 1.3 above).
- 2.4. The Step 3 of 3: Review OTC Endpoint page appears. Review and verify the OTC Endpoint details and click **Submit** (see 1.4 above).



Short name(s) are user-defined text describing an organization. You can choose to enter up to 10 alphanumeric characters. Short names must be unique within an organization hierarchy (e.g. Short name: IRS; Description: Internal Revenue Service).



Do not include the following special characters in the **Short Name** field: & (ampersand), \ (back slash), ' (apostrophe), or @ (at sign). OTCnet will accept these special characters; however, entering these special characters will cause processing problems. Special character limitations apply to all levels in the hierarchy.

Note: Below is a general **Application Tip** that applies to all tasks if modified. The **Edit** feature is located on the **Review** pages for the tasks you perform.



For all tasks, click **Edit** if you need to make additional changes after reviewing the information.





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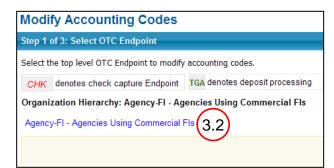
Add Accounting Codes

To add **Accounting Codes**, complete the following steps:

3.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify**.



3.2 The Step 1 of 3: Select OTC Endpoint page appears. Select the OTC Endpoint for which you want to add the accounting codes.

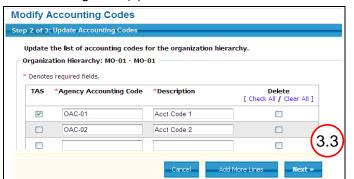


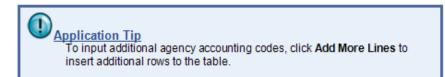
3.3 The Step 2 of 3: Update Accounting Codes page appears.

To enter the new accounting codes:

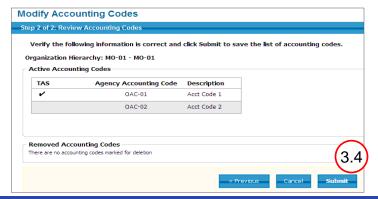
- Navigate to the first blank row. If all of the rows are populated scroll down to the bottom and click Add More Lines
- Enter the details in both Accounting Code and Description text boxes

- Click the TAS check box to indicate the accounting code is a Treasury Account Symbol (if applicable)
- Click Next when you have completed entering the new accounting code(s).





3.4 The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.



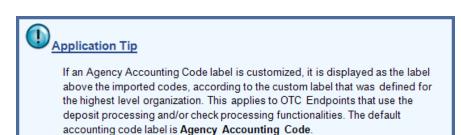
4

Map Accounting Codes

To map **Accounting Codes**, complete the following steps:

4.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**.





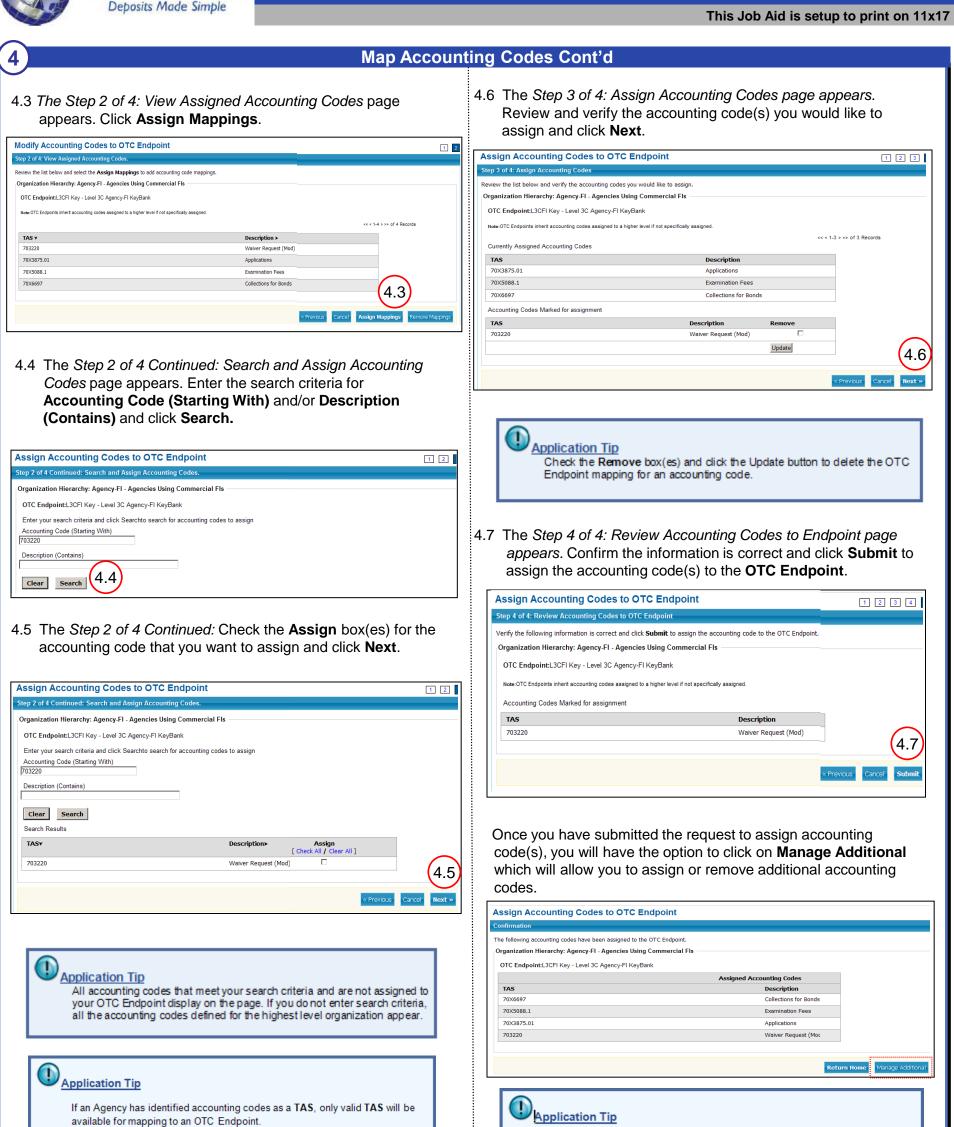
4.2 Step 1 of 4: Select OTC Endpoint page appears. Select the OTC Endpoint for which accounting code endpoint mapping you would like to assign.





A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active or deactivated batch that is Open, Closed, or Approved or a deposit that is in Draft or Awaiting Approval (AWAP) status.

An error message will be displayed to a user if this scenario occurs.





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5a

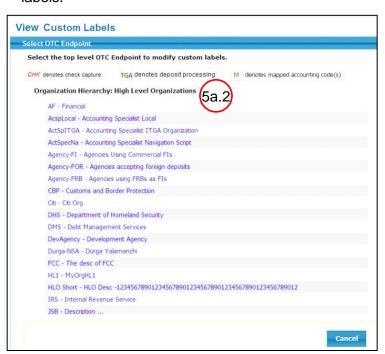
Set Deposit Processing Options (Custom Labels)

To <u>define a **Custom Label**</u>, complete the following steps:

5a.1 Click the **Administration** tab. From the **Manage**Organizations menu, select **Custom Labels** and click **Modify**.



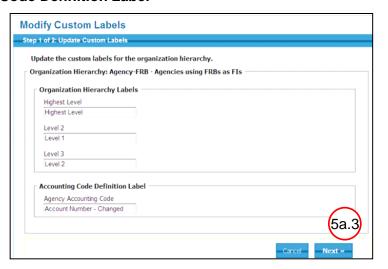
5a.2 The Select OTC Endpoint page appears. Select the highest level OTC Endpoint for which you want to modify custom labels.



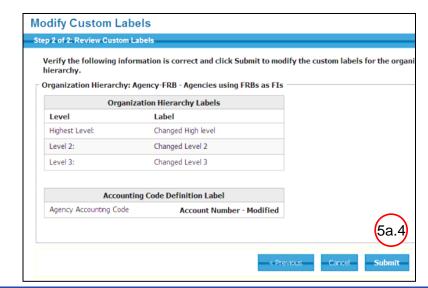
5a.3 The Step 1 of 2: Update Custom Labels page appears. Update the custom label(s) for the organization hierarchy and click **Next**.

Update the labels by:

- Entering a title for your Organization Hierarchy Labels
- Entering an agency accounting code title for the Accounting Code Definition Label



5a.4 The Step 2 of 2: Review Custom Labels page appears. Verify the information is correct and click **Submit**.



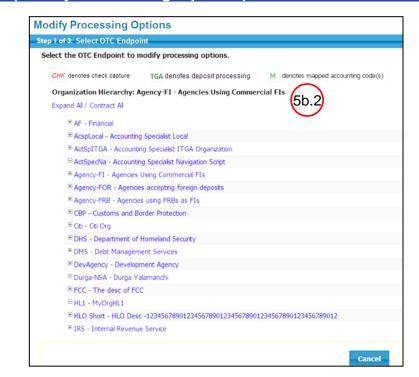
5b

Set Deposit Processing Options (Modify Processing Options)

5b.1 From the Manage Organizations menu, select Processing Options and click Modify



5b.2 The Step 1 of 3: Select OTC Endpoint page appears. Select the OTC Endpoint for which you want to modify a processing option.



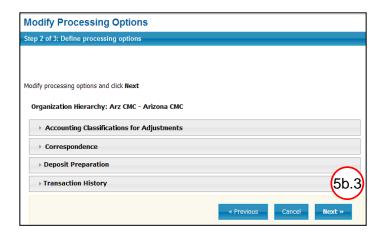


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(5b)

Set Deposit Processing Options (Modify Processing Options Cont'd)

5b.3 The Step 2 of 3: Define Processing Options page appears. Modify the processing option(s) and click **Next**.



To modify **Accounting Classifications for Adjustments**, you can update **Default Accounting Codes** by:

- Selecting either Use parent's values or Use my values
- Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass) or Clicking **Search** (magnifying glass) to view accounting codes
- Selecting the accounting code to apply a credit and/or debit adjustment type and click Apply to Debit and/or Apply to Credit
- Selecting Yes or No to allow changes by an organization lower in hierarchy

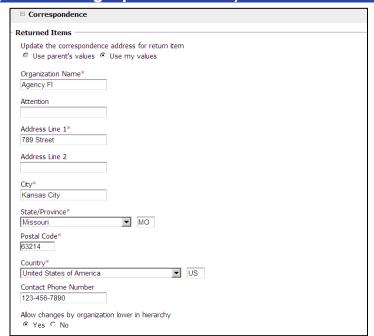
Update Default Accounting Code Usage by:

- Selecting either Always Use the Default for Deposit
 Adjustments or Default based upon Deposit Subtotals for Deposit Adjustments
- Selecting Yes or No to allow changes by an organization lower in hierarchy

Use parent's values 🤄	Use my values				
er search criteria for the	Accounting Code(s) you would li	ke to view.			
ency Accounting Code					
jeney r cooming coop	a				
Account Code Results <1.10 >>> of 25 Record					
Select	Account Code			TAS	
C	00090100			V	
C	00×0102			~	
0	TAS3			-	
c	TASS				
0	TEST - 1234				
C	TEST-AAC1				
0	TEST-AAC10				
C	TEST-AAC2				
0	TEST-AAC3				
С	TEST-AAC4				
			Assign to Debit	Assign to Credit	
distant		Account Code		TAS	0
idjustment Type		CASD		1A:	-
Credit		CASD			_
Credit		0.00		•	
ow changes by organiza	tion lower in hierarchy				
Yes C No	non-tower in timeraterry				
fault Accounting Code					
	ode processing for deposit adjus	tments			
Use parent's values @	Use my values				
Always Use the Defaul	t for Deposit Adjustments				
Default based upon De	posit Subtotals for Deposit Adjus	stments			
	tion lower in hierarchy				
ow changes by organiza					
ow changes by organiza Yes O No					

To modify **Correspondence**, you can update **Returned Items** by:

- Selecting Use parent's values or Use my values
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting Yes or No to allow changes by an organization lower in hierarchy



Update **Deposit Adjustment** by:

- Selecting Use parent's values or Use my values
- Entering the corresponding address information that you would
- like to be displayed to a financial institution when a deposit adjustment is created
- Selecting Yes or No to allow changes by an organization lower in hierarchy

Deposit Adjustments
Correspondence address for deposit adjustment
[®] Use parent's values [®] Use my values
Organization Name*
CBP - Customs and Borde
Attention
Revenue Division - DIT
Address Line 1*
PO Box 68901
Address Line 2
City*
Indianapolis
State/Province*
Indiana IN
Postal Code*
46268
Country*
United States of America
Contact Phone Number
Allow changes by organization lower in hierarchy
Yes ○ No

To modify **Deposit Preparation**, you can update **ITGA Deposit Creation** by:

- Selecting Use parent's values or Use my values
- Selecting Yes or No to allow endpoint to create foreign deposits
 If the endpoint accepts foreign deposits, enter the Default
 foreign currency when creating deposits details
- Selecting Yes or No to allow changes by an organization lower in hierarchy

▼ Deposit Preparation
TTGA Deposit Creation
OTC Endpoint Creation of Foreign Deposits
Use parent's values Use my values
Allow OTC Endpoint to create foreign deposits
● Yes ○ No
Default foreign currency when creating deposits
FRENCH FRANC
Allow changes by organization lower in hierarchy
⊙ Yes ○ No



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(5b)

Set Deposit Processing Options (Modify Processing Options Cont'd)

Update Subtotals and Cash Count by:

- Selecting Use parent's values or Use my values
- Selecting Yes or No for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy

Subtotals and Cash Count

Update subtotals and currency/coin counts for deposits

Use parent's values

Use my values

Include sub-totals for Checks/Money Orders and Cash

Yes

No

Include Currency count and sub-totals by denomination

Yes

No

Include coin count and sub-totals by denomination

Yes

No

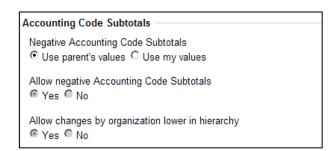
Allow changes by organization lower in hierarchy

Yes

No

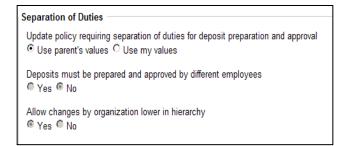
Update Accounting Code Subtotals by:

- Selecting Use parent's values or Use my values
- Selecting **Yes** or **No** radio for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy



Update Separation of Duties by:

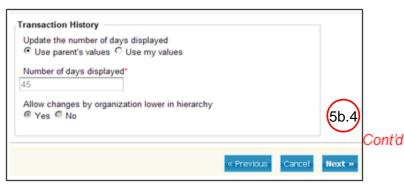
- Selecting Use parent's values or Use my values
- Selecting **Yes** or **No** radio for each of the following options.
 - Deposits must be prepared and approved by different employees (unless permission is granted otherwise)
 - Allow changes by an organization lower in hierarchy



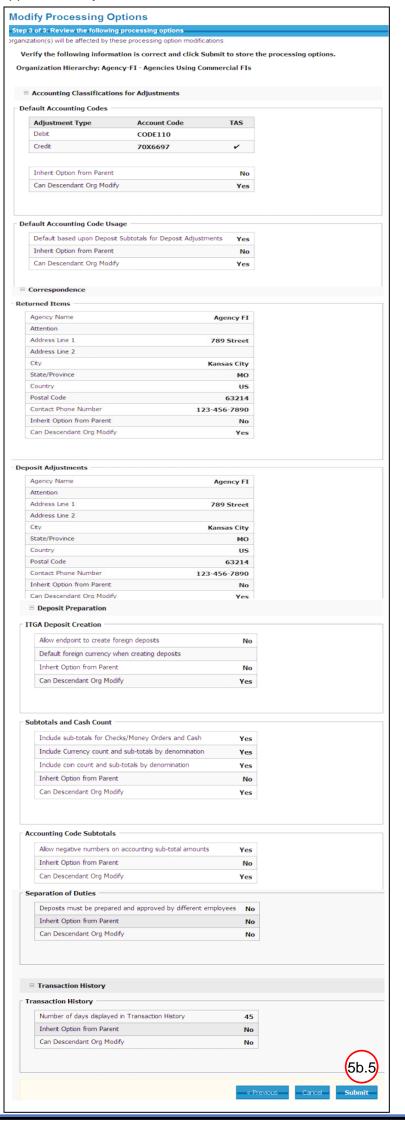
Modify Transaction History by:

- Selecting Use parent's values or Use my values
- Entering the Number of days displayed in the text box (if applicable)
- Selecting Yes or No to allow changes by an organization lower in hierarchy

Click Next



5a.5 The Step 3 of 3: Review the following processing options page appears. Verify the information is correct and click **Submit**.





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(5c)

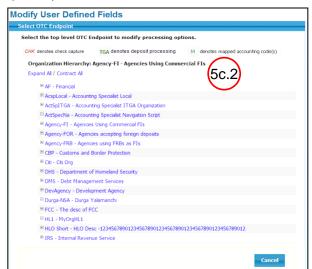
Set Deposit Processing Options (Create a User-Defined Field)

To create a **User-Defined Field**, complete the following steps:

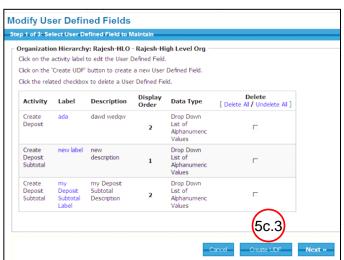
5c.1 Click the **Administration** tab. From the **Manage Organization** menu, select **User-Defined Fields** and click **Modify**.



5c.2 The Select OTC Endpoint screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).



5c.3 The Step 1 of 3: Select User Defined Field to Maintain page appears. Click the **Create UDF**.

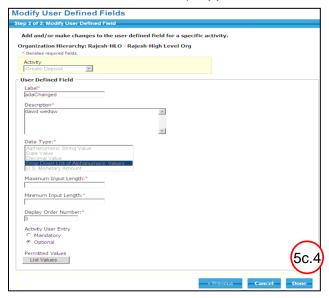


5c.4 The Step 2 of 3: Modify the User Defined Field page appears. Add the user defined field, and click **Done.**

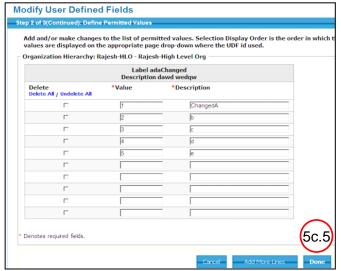
You can add a user defined field by:

- Selecting the Activity type for the user defined field
- Entering the Label and Description
- Selecting a Data Type. If the Drop Down List of Alphanumeric Values Data Type is selected, proceed to List Values and task 5c.5

- If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 5c.6.
 - Maximum Input Length (Maximum length is 255)
 - Minimum Input Length
 - Display Order Number
- Selecting Mandatory or Optional for Activity User Entry
- Click List Values and follow 5c.5 (if applicable, if not click Done)

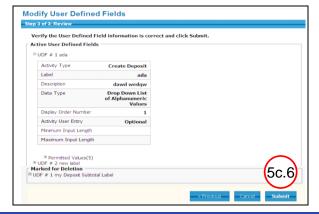


5c.5 A Step 2 of 3 (Continued): Define Permitted Values page appears. Enter details for both the Value and Description, and click Done.



5c.6 The Step 3 of 3: *Review* page appears. Verify the User Defined Field information is correct, and click **Submit**.

The User Defined Fields cannot be modified if it is associated with deposits that are in **Draft** or **Awaiting Approval** status.



NOTE: This job aid is not intended to replace *Chapter 4 (Managing Your Agency's Hierarchy) or Chapter 5 (Configuring Deposit Processing Settings)* of the OTCnet Administration Participant User Guide.